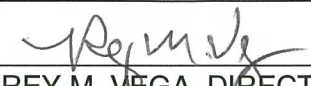


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Policy Development, Revision, Approval, and Distribution	POLICY NO.: AD-25	Page 1 of 7
RESPONSIBILITY: Agency Wide		
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: JAN 04 2017	
	LAST REVIEWED/REVISED:	

PURPOSE:

- A. To provide a systemic procedure for developing, reviewing, updating, approving and distributing Guam Behavioral Health and Wellness policies.

POLICY:

- A. Guam Behavioral Health and Wellness Center shall maintain an up to date policy manual available to all staff members.
- B. The GBHWC policy manual contain information relative to policies, programs, standard procedures, regulations, requirements, committees and other areas relative to overall Department philosophy and operation.
- C. Policies and program plans will be reviewed annually by the originator and department heads.
- D. The following basic principles regarding GBHWC policy must be observed in order to assure an effective and efficient program:
 - a. Must be written in clear and concise language and will have an expiration date not to exceed three years from the "Last Reviewed/Revised" date as indicated in the title block above; as changes to policy or procedures occur, policies are to be updated to reflect these changes (i.e., if a change occurs it is to be reflected in the policy as soon as possible)
 - b. Development of policies will be a collaborative process involving representatives from all areas that have responsibility to carry out the policy. Policy development or updates will be collaborated in such manner to ensure that all required concurrence is obtained to signature and distribution.
 - c. GBHWC policies, those located in the Administrative Manual are limited to those policies that affect multiple services, reflect a fundamental direction of the facility. Policies that affect a single service or department are to be maintained as service-level or program level policies

RESPONSIBILITIES:

- A. DIRECTOR: The Director shall have the following responsibility for GBHWC policies:
 - a. Review the policy prior to signature to ensure accuracy and content are consistent with standards and requirements of the Department of Public Health and Human Services, external surveying bodies such as the Commission on Accreditation for Rehabilitation Facilities (CARF), any local licensing bodies and Guam Law/Administrative Rules.
 - b. Ensure appropriate and applicable third party standards and Guam Law are listed under the reference section in all policies
 - c. Review and approve all Agency policies and ensure all employees follow all policies consistently.

- B. COMPLIANCE OFFICER: The compliance officer/policy manager shall have the following responsibilities
- a. Issue policy numbers for new policies that will be included in the GBHWC Administrative Manual
 - b. Issue current index of GBHWC policies.
 - c. Develop and maintain tracking/tickler system to ensure each policy (to include interim) is reviewed for renewal within established timeframes.
 - d. Review all GBHWC policies prior to signing to ensure consistent format and established guideline are followed.
 - e. Maintain and update the Policy Repository as necessary.
- C. PROGRAM HEADS: The Program Heads or Manager shall have the following responsibilities:
- a. Determine the need for a GBHWC policy versus a service/program or department level policy and procedure.
 - b. Review current overlapping policies, which can be incorporated into one policy through collaboration.
 - c. Assure technical accuracy of the content of all policies originating from their service/program or department to ensure accuracy
 - d. Shall review and approve service/program level policies which they maintain oversight and responsibility of.

PROCEDURE:

- A. A policy Review Meeting will be scheduled as needed to update existing policies for approval before the expiration of their three year review date. The Policy Review Meeting will consists of the following core group whenever necessary:
- a. Compliance Officer
 - b. Quality Improvement Coordinator
 - c. All collaborating parties as listed on the policy
 - d. Other staff as needed
- B. All Department wide staff are encourage to make suggestions to their supervisors for new policies or revisions to existing policies
- C. If a supervisor or program head believes a suggestion for a new policy has merit, a draft will be prepared using the format described in Attachment I. Preparation of the draft shall be a collaborative process with input obtained from program heads or managers who are knowledgeable about the subject matter and responsible for carrying out task addressed by the policy.
- a. Prepare all new policies or existing policies, according to the format **shown in Attachment I.**
 - b. The individual who prepared the new policy draft will contact the CARF Compliance officer for a policy number.
 - c. The draft shall be disseminated to all programs, division impacted by the policy for collaboration, comments and feedback.
 - d. A Policy Review Meeting to review and finalize the policy if necessary will then be coordinated and scheduled by the policy's originator.
- D. The policy will then be routed to the necessary parties for signature.
- E. After approval, policies will be forwarded to the Compliance Officer to update the electronic policy repository. Indexes will be updated and distributed as needed.

- F. Owning program or committees are encouraged to develop and distribute additional materials relevant to the policy at the same time a new or reviewed policy is distributed. These additional materials should be designed to help those affected by the policy implementation and its requirements. Recommended additional materials include Frequently Asked Questions, any form or data gathering materials, and training or educational materials (such as PowerPoint slides). In addition, the owning program or committee should schedule trainings, as appropriate.

REFERENCES:

SUPERSEDES:

- A. Title; Policy No.; Effective date/signature date; Approving individual's name

ATTACHMENTS:

I. GBHWC POLICY TEMPLATE

II. CERTIFICATION FORM FOR APPROVAL

III. POLICY CIRCULAR FORMAT

IV. SERVICE/DEPARTMENT-LEVEL POLICIES & PROCEDURE

ATTACHMENT I

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Policy Title	POLICY NO:	Page: 4 of 7
RESPONSIBILITY: Program, Section, Center-wide		
APPROVED BY: _____ DIRECTOR	EFFECTIVE:	
	LAST REVIEWED/REVISED:	

PURPOSE:

A Brief statement describing the reason the policy is being enacted.

POLICY:

A policy is a general statement describing a consistent course of action to be followed in order to attain a desired outcome or goal. This should be brief statement regarding the Guam Behavioral Health and Wellness Center's policy on the subject matter without a complete, detailed explanation of responsibilities or procedures.

DEFINITIONS:

Definition: A descriptive statement for terms used in the policy or procedure that may not be clearly understood by the reader. Underline the term being defined.

RESPONSIBILITIES:

List persons or positions, that is primarily responsible for key aspects of the policy.
Specify who is responsible for carrying out which requirement of the policy.

PROCEDURE:

A Procedure is the specific methods employed to express policies in action in day to day operations of the organization.

I. **BOLD/CAPS**

A. UNDERLINE/CAPS

1. Upper/lower case
 - a. Upper/lower case
 - i. Upper/lower case

REFERENCE(S):

List applicable statute, regulations, standards or sources of information used to develop the policy.

RELATED POLICY (IES):

List all policies referred within policy or are related to this particular policy. When one of the policies listed in this section is updated all the policies shall be reviewed to ensure currency.

RESCISSION:

Identification by number, title manual it is found in, and effective date of any policy replaced by this policy.

ATTACHMENT(S):

I. **A BRIEF LISTING OF FORMS OR OTHER DOCUMENTS RELATING TO THE POLICY**

Additional Formatting Instructions		
Page Set Up	Margins	Top: 0.5"
		Bottom: 0.5"
		Left 1"
		Right 1"
	Paper	Letter, "8.5 x 11"
	Layout	Select "Different first Page" Header 0.5" Beginning on 2 nd Page "policy #" Page x of y
Font	Type	Arial
	Size	11 point

**ATTACHMENT II
GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

☐ Policies and Procedure

Submitted by: _____

☐ Protocol/Form

Policy No: _____

☐ Bylaws

Title: _____

Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	
Reviewed/Endorsed Title	Date	Signature
	Name Title	

**ATTACHMENT III
POLICY DISTRIBUTION
SAMPLE E-MAIL**

**FOR USE BY COMPLIANCE OFFICER, DEPARTMENT SUPERVISOR, PROGRAM
HEADS COMMITTEES WHEN DISTRIBUTING NEW REVISED POLICIES**

[Insert date here]

TO: [Insert Name of recipients]

FROM: [Insert name of “originator department or program or committee]

SUBJECT: Policy Manual, Number & Name (New/Revised)

Please find Guam behavioral Health and Wellness Center’s policy [insert name and number] which has been approved by [insert namen of final signatory body], and is effective [immediately /or insert date]. This policy has benn posted on the GBHWC policy repository.

The significant issues addressed in this [policy/revision] include:

- [insert brief bullet –point description of the policy purpose and/or revisions]

Also attached are the following materials, which may be used to help implement this policy;

- [Insert list of additional materials with brief description or purpose]

Please notify your staff of this policy/change. For additional information or clarification, you may contact [insert name of policy originator] at [contact information].

[ATTACHE POLICY]

[ATTACH ADDITIONAL MATERIALS]

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

☒ Policies and Procedure


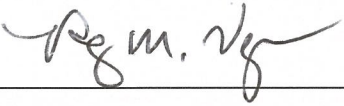
Submitted by: Compliance Officer

☐ Protocol/Form

Policy No: AD - 25

☐ Bylaws

Title: **POLICY DEVELOPMENT, REVIEW,
APPROVAL AND DISTRIBUTION**

Reviewed/Endorsed Title	Date	Signature
	12/9/2016	
	Cydseel Victoria Toledo CARF Compliance Officer	
Reviewed/Endorsed Title	Date	Signature
	1-4-17	
	Rey M. Vega Director	